

Division of Fleet Operation

Emergency Plan

Vehicle leasing program and Motor Pool Administration

Emergency contact information:

A complete list of division employees, their responsibilities and their contact information can be found on the Division's website at:

<http://fleet.utah.gov/contactinfo/condata/Phone%20List.pdf>

Motor Pool Locations:

In an emergency vehicles may be obtained from one of the following pool locations located on our website below:

<http://fleet.utah.gov/services/dailypool/dpdata/motor%20pools%20directory.pdf>

Vehicle maintenance services:

Maintenance services for vehicles can be obtained by contact our Maintenance repair services vendor at 1-800-CAR-CARE. This information is found on our website at:

<http://fleet.utah.gov/services/fleet/ari.htm>

State Fuel Network

Fueling state vehicles:

A complete list of state authorized fuel sites can be found in the vehicle glove box or online at:

<http://fleet.utah.gov/services/fuel/fuelsites.htm>

State-owned fuel site emergency procedures:

Critical Fuel Site Emergency Operating Procedures for state-owned fuel locations can be found below and on our fleet operations website at:

<http://fleet.utah.gov/services/fuel/fueldata/critical%20fuel%20sete%20emergenc y%20operativn%20procedres.pdf>

<http://fleet.utah.gov/services/fuel/fueldata/Critical%20site%20transaction%20log. pdf>

Tier 1

The Fuel Dispensing Program has identified 28 fueling sites, which are considered critical fueling locations. These 28 sites will be equipped with fueling sump pumps and instructions on how to use the pumps and/or a back up generators. If the fuel network does go down the 28 critical fuel sites will be able to dispense fuel.

1. Salt Lake County, 7125 South 600 West Midvale Ut
2. Camp Williams National Guard, Camp Williams Base Draper Ut
3. Davis County Consolidated, Freeport Center DODF F2 Clearfield Ut
4. Tooele County Consolidated, 955 South Hwy 36 Tooele Ut
5. UDOT Rampton Complex, 4501 South 2700 West SLC Ut
6. UDOT #136 Logan , 730 West 200 North Logan Ut

7. Alpine School Dist. Consolidated, 600 North Locust Lindon Ut
8. Weber County Consolidated, 2222 South 1900 West Ogden Ut
9. Brigham City UDOT #123, 1253 State Road 90 Brigham City Ut
10. Uintah Consolidated, 210 South 100 West Vernal Ut
11. Natural Resources Motor Pool, 1636 West North Temple SLC Ut
12. UDOT #500 Cedar City, 1470 North Airport Road Cedar City Ut
13. UDOT #521 St. George, I-15 Exit 4 East, St George Ut
14. UDOT #333 Salina, 500 North State Street Salina Ut
15. UDOT #423 Monticello, 701 East 200 North Monticello Ut
16. UDOT #236 Wanship, 2500 South Hwy 32 Wanship Ut
17. Colton UDOT SR 6-1 Mi S of Colton Jct
18. UDOT #321 Kanab, US 89 @ Mile Post 61.5 Kanab Ut
19. UDOT #238 Echo Junction, Hwy 30 Echo Junction Ut
20. UDOT #4254 Moab, Kane Creek Road Moab Ut
21. UDOT #434 Wellington, 1435 East Hwy 6 Wellington Ut
22. UDOT #532 Cove Fort, Jct I-15 & I-70 Cove Fort Ut
23. UDOT #375 Emery, 375 East 300 North Emery Ut
24. UDOT #431 Thompson Springs, SR 34 & I-70 Thompson Springs Ut
25. UDOT #325 Panguitch, 470 East Center Street Panguitch Ut
26. UDOT #533 Garrison SR 21 Garrison Ut
27. UDOT #534 Meadow SR133 Meadow Ut
28. Hinkley UDOT Junction Hwy 257 SR6

Tier 2

The Fuel Dispensing Program has identified 9 fueling sites, which are considered primary fueling locations. These 9 sites will come on-line after the 28 critical sites. Fuel dispensing will use what ever resources available to bring the 9 primary fueling site on line.

1. Granite School District #2, 3100 West 2700 South WVC Ut
2. Utah State University, 1400 North 900 East Logan Ut
3. UDOT #334 Mt. Pleasant, 440 North State Street Mt. Pleasant Ut
4. UDOT #634 Duchense, 21500 West 8225 South Duchense Ut
5. UDOT #631 Heber, Jct Hwy 40 & 189 Heber Ut
6. UDOT #628 Levan, 98 North 200 West Levan Ut
7. UDOT #331 Loa, 276 North Main Loa Ut
8. UDOT #137 Randolph, 500 North Main Randolph Ut
9. UDOT Junction, Jct Hwy 89 Junction Ut

Tier 3

The Fuel Dispensing Program will bring all other fuel site on line in order of Public Safety needs. Under all operating conditions, including emergency and disaster situations, operators of Utah State owned vehicles must be able to secure fuel from this location. In order to provide fueling operations during power outage situations, the Division of Fleet Operations has supplied this fuel site with a 12-volt portable pump to draw fuel out of the underground storage tanks. Below are the steps to follow to setup and operate the pumps during a time of crisis until normal power has been restored. The

agent responsible for the fueling station must appoint at least one state employee to monitor dispensing of fuel and recording of fuel transactions.

Preparations

1. Locate the portable pump. It should be stored in the utility shed located on these premises. The pump should be complete with attachments (12-volt battery clips, 15 foot flexible tubing).
2. Connect the pump to a car battery. Be sure to connect the positive clip to the positive terminal on the battery, and likewise the negative clip to the negative terminal.

Procedures

3. Open the tank fill. These are large manhole like coverings.
 - a. Remove the tank fill cover. You may need to use a crowbar or very large screwdriver.
 - b. Lift the bucket lid handle by pulling up and over to the side, releasing the latch.
 - c. Open the sealed spout handle by pulling straight up.
4. Drop the flexible hose into the tank. You may have a little difficulty getting the hose past the overfill valve (near the top of the spout). Keep working at it until the hose drops into the tank and touches the bottom of the tank, then pull the hose up about six to eight inches. *Note, the end of the hose has been equipped with a filtering device to prevent silt from entering the nozzle. You will need to prime the pump in order to get it working for the first time. Following the above steps and getting the pump primed may take as long as 30 minutes. Be patient. To prime the pump, simply follow the instructions for dispensing (below). When priming the pump, pump the fuel back into the fill spout of the tank so as not to waste this valuable resource.

Pump Operations

5. Engage the pump motor. Swing the silver arm on the pump toward the pump until you hear the pump begin to work. For best battery and pump operations, it is advisable to start the engine of the vehicle to which the pump is connected.
6. Clear the meter display. There is a small LED readout on the handle of the dispenser nozzle. Next to the display is a black button labeled, "DISPLAY". Press this button twice in rapid succession to return the readout to 0 (zero).
7. Place the dispensing nozzle inside the fill of the vehicle to be filled and press the handle (just as you would with a normal dispenser). When the fuel tank is filled, release the handle.
8. When the vehicle's tank is filled, shut off the portable pump by swinging the silver lever outward until the pumps' engine stops and remove the dispenser from the vehicle.
9. Record the fueling transaction log (attached) and have the driver of the vehicle sign the appropriate line.

Removing the hose from the underground fueling tank:

You will remove the hose from the tank for one of two reasons: switching between unleaded and diesel fuel tanks; or returning to normal operations (i. e., power has been restored to the fueling station).

1. Pull the hose out of the tank. You may experience some difficulty getting the hose past the overfill valve. Keep working at it until the hose is clear of the fill tube.

Send all pages of transaction logs to:

Division of Fleet Operations/State Fuel Network
447 West 13800 South
Draper, UT 84020
Attn: Jeff Done

2. Engage the pump motor. Swing the silver arm on the pump toward the pump until you hear the pump begin to work. For best battery and pump operations, it is advisable to start the engine of the vehicle to which the pump is connected.
3. Pump the fuel back into the fill spout of the tank until the pump is cleared of fuel.
4. Close the sealed spout by pushing the lid straight down over the spout.
5. Close the bucket lid and ensure that the handle catches the latch.
6. Replace the tank fill cover.
7. Disconnect the pump from the battery and return the pump to the storage shed.

Surplus Property acquisition:

A complete emergency plan for the Draper Fleet Operations building can be found on our website at:

<http://fleet.utah.gov/organization/adminprog.htm>

For additional information about the Division of Fleet Operations please contact Steve Saltzgiver at 801-538-3452.